

**MiRSA Exhibit B  
Budget Instructions 2007**

**Note:** *Additional budget activity columns may be inserted as necessary.*

*A 10% limitation applies to administrative costs.*

*Each activity must be listed in the activity columns of the budget. You may add more columns as needed for activities.*

*Budget requires lega-sized paper*

## **Definitions**

**Program Costs:** All costs of vendors, sub recipients, other than local grant sub recipients, are defined as program costs.

The single exception to this is where awards to vendors and sub recipients are solely for the purpose of performing the functions detailed below. Allowable MiRSA program administration costs, are not subject to the 12% WIA cost limitation.

In addition to administrative costs associated with program activities, (as listed under administration definition), allowable MiRSA program costs include the following:

- 1) Tracking and monitoring of participant performance information;
- 2) Employment statistics information, including job listing information;
- 3) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities.
- 4) Local area performance information; and
- 5) Information relating to supportive services and unemployment insurance claims for program WIA participants;
- 6) Continuous improvement activities; and
- 7) Subscriptions to relevant publications.

**Administration:** The applicant entity will incur costs that are to be reported as administration costs. Functions to be classified as administration, and subject to cost limitation under WIA Title I, including the coordination of such functions, are:

- 1) Performing of overall general administrative functions identified as
  - a) accounting, budgeting, financial and cash management functions;
  - b) procurement and purchasing functions;
  - c) property management functions;
  - d) personnel management functions;
  - e) payroll functions;
  - f) coordinating the resolution of findings arising from audits, reviews, investigations, and incident reports;
  - g) audit functions;
  - h) general legal services, functions; and
  - i) developing systems and procedures, including information systems, required for these administrative functions.
- 2) Performing oversight and monitoring responsibilities related to WIA administrative functions;
- 3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage and rental and maintenance of office space.
- 4) Travel cost incurred for official business in carrying out administrative activities or the overall management of the WIA system, and
- 5) Costs of information systems related to administrative functions (E.g., personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, system development, information technology staff costs and operating costs of such systems.

**Activities:** Employer Summit, Youth Camp, Training, etc.

**NOTE: Indirect costs not allowable under this grant.**

**Indirect Costs:** Expenses incurred for which receipts cannot be attributed solely to the line items in the budget. These costs are generally overhead expenses.